

To: R8 SLT[]
Cc: CN=Maureen Brennan/OU=R8/O=USEPA/C=US;CN=Kathi Flavin/OU=R8/O=USEPA/C=US@EPA;CN=Frances MacDonald/OU=R8/O=USEPA/C=US@EPA[]; N=Kathi Flavin/OU=R8/O=USEPA/C=US@EPA;CN=Frances MacDonald/OU=R8/O=USEPA/C=US@EPA[]; N=Frances MacDonald/OU=R8/O=USEPA/C=US@EPA[]
From: CN=Linda Wolfe/OU=R8/O=USEPA/C=US
Sent: Mon 8/27/2012 1:51:46 PM
Subject: Due 10:00 a.m., August 28: Region 8 Policy Update
Region 8 Policy Update 21 August 2012.xlsx

Hi everyone,

From now on, when you receive the previous week's report (below) showing what we submitted to HQ, please prepare the current week's report:

1. remove the yellow highlights from all boxes
2. remove the red text
3. add yellow highlights to boxes where you have text changes
4. mark all text changes in red ... this will help me figure out what changes have been made when I receive updates in one item from two organizations (which happened last week).

Please update and return to me with a cc to Eddie Sierra.

Here is last week's report:

THANK YOU!

Linda Wolfe, Executive Secretary
Office of the Regional Administrator (8RA)
USEPA Region 8, 1595 Wynkoop Street
Denver CO 80202-1129

Phone: 303.312.6162 FAX: 303.312.6882
Hours: 6:30am - 4:00pm Mountain Daylight Time (MDT)